

THEORY & COMPUTING SCIENCES BUILDING

Welcome to the Theory and Computing Science Building! As you prepare for the move to your new space, please take a few minutes to review the information detailed below.

Property Hours of Access

Lobby Entrance:

- The main lobby entrance to the building is open from 6:00 a.m. to 6:00 p.m. Monday through Friday. Tenants may access this entrance using their Cardkey access cards outside of normal business hours.

Building Management:

- For any issues pertaining to the building, please contact Judy Stickels at 2-3369 or stickels@mcs.anl.gov.

Parking

- In the event that there are no available parking spaces at the building, please park at Building 223.

Elevators and Stairs

Passenger Elevators:

- The building has two passenger elevators and one passenger/freight elevator.
- No deliveries or carts are permitted in the two passenger elevators.

Freight Elevator:

- Available on a first come, first serve basis during normal business hours, 6:00 a.m. to 6:00 p.m. Monday through Friday.
- May be reserved for a tenant's exclusive use after hours by scheduling with the Office of the Building.
- Any use requires notice to the Office of the Building to arrange for protective padding of cab walls/ flooring.
- Scheduling is required for all time consuming deliveries and tenant office moves. No moves will be conducted during normal business hours.

Security

Site Access:

- TCS building access is consistent with existing Argonne policy

Tenant / Service Persons Access:

- The Maintenance Staff is strictly forbidden to allow access to individual tenant spaces unless approval is given by the Office of the Building.
- Written notice with regard to access of contractors or delivery personnel must be provided to the Office of the Building in advance, otherwise access will be denied.

Janitorial and Maintenance Services

- General office cleaning is provided Monday through Friday except designated Argonne holidays.
- The Office of the Building can schedule additional cleaning services, which will be billed directly to the requesting tenant.
- Although most services are scheduled for evening hours, a day porter is available on a limited basis to maintain public areas and restrooms.

Smoking Policy

- Smoking is only permitted in the vicinity of the smoking receptacle at the Southwest Entrance of the building. Concurrently, smoking is prohibited within 15 feet of all entrances and exits, windows that open and ventilation intakes.